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FORT GEORGE G. MEADE, MARYLAND 20755

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MEMORANDUM FOR COINS SUBSYSTEM MANAGERS

SUBJECT: COINS Data Standards Officer

Attached is a draft of the terms of reference\$ for a proposed billet for the COINS Data Standards Officer. I would appreciate your views on the propriety of the billet and the attached terms of reference. I would also like to have your recommendations as to an individual who might fill this billet.



COINS Project Manager

Attachment:
a/s

25X1

THE COINS DATA STANDARDS OFFICER SHALL:

1. Receive and coordinate all recording conventions received from the COINS subsystem managers.
2. Initiate studies and make recommendations to the COINS Manager and subsystem managers to achieve standards or common recording conventions if the information in the data bases ^{to} already available in COINS.
3. Publish, distribute and maintain an accumulative report containing all of the recording conventions adopted for use in COINS.
4. Establish and maintain liaison with all government activities concerned with recording conventions in the COINS.
5. Prepare reports for the COINS Manager indicating the recording conventions which were approved and adopted as well as those which were not adopted, including the reason why they were not acceptable.
6. Maintain Operating Procedure No. 2-69 "Recording Conventions in the COINS."
7. Review new or additional files proposed for COINS to insure that approved recording conventions have been adopted prior to ^{their ??} there entry into COINS.
8. Maintain liaison with other organizations and associations concerned with standards.